

**DESIGN REVIEW COMMISSION
AGENDA**

October 24, 2023

7:00 PM

Virtual Meeting

Due to the growing concerns regarding the COVID-19 virus, we will be conducting a remote/virtual Design Review Commission Meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number (Cell phone or Landline Required) OR citizens can participate by copying the link (Phone, Computer, or Tablet required). Please click on <https://zoom.us/j/98612609950> or call on your phone at 1-929-205-6099, meeting ID is 98612609950.

**7:00 PM Union Street Business Park – 837 Upper Union Street
Install new pylon sign**

**7:05 PM The Learning Experience, Franklin– 515 West Central Street
Construction of a monument sign at the Business entrance off private way**

**General Matters:
Approval of Minutes: 10-10-2023**

**Old Business:
New Business:
Adjourn**

COMMENTS: These listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. This agenda is subject to change. Next meeting is 11/14/2023

FORM Q

TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW

A) General Information

Name of Business or Project: Union St. Business Park

Property Address 837 Upper Union

Assessors' Map # _____ Parcel # 314-021-000-000

Zoning District (select applicable zone): _____

Zoning History: Use Variance _____
Non-Conforming Use _____

B) Applicant Information:

Applicant Name: Signs By Cam, Inc.

Address: 837 Upper Union Street
Suite C-18
Franklin, MA 02038

Telephone Number: 508-364-2905

Contact Person: Cam

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: Union St. LLC Property Owner: Union St. LLC
Address: 837 Upper Union C-1 837 Upper Union C-1
Franklin, MA Franklin, MA

All of the information is submitted according to the best of my knowledge
Executed as a sealed instrument this _____ day of _____ 20____

[Signature]
Signature of Applicant

[Signature]
Signature of Owner

Cam Alfonso
Print name of Applicant

Shawing Dolabony (Rep)
Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.
FOR SITE PLANS, BUILDING PLANS, PROJECTS, COMPLETE PAGES 1-4**

SEE ADDENDA ATTACHED FOR ASSISTANCE IN COMPLETION OF FORM Q

D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: _____ Signs By Cam, Inc.
Contact Person: _____ 837 Upper Union Street
Address _____ Suite C-18
Franklin, MA 02038
Telephone Number: _____

b. Architect/Engineer (when applicable)

Business Name: _____
Contact Person: _____ X
Address _____
Telephone Number: _____

E) Work Summary

Summary of work to be done: _____ Install new pylon sign

F) Information & Materials to be Submitted with Application

a) FOR SIGN SUBMISSIONS ONLY:

**THE FOLLOWING MUST BE SUBMITTED ELECTRONICALLY TO
Mkinhart@franklinma.gov**

1. Drawing of Proposed Sign which must also include
type of sign (wall, pylon etc.) colors
size/dimensions materials
style of lettering lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and signs (if previously existing location)

b) FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

THE FOLLOWING MUST BE SUBMITTED W/APPLICATION to Mkinhart@franklinma.gov

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations (when there are no adjoining buildings) and floor plans
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

***50 sq ft**



Signs By Cam Inc.

Sign & Graphic Solutions • Uncompromising Integrity

Cam Afonso

837 Upper Union St., Suite C-18
Franklin, MA 02038

Phone: 508-364-2905

Fax/Office: 508-528-0766

E-Mail: cam@signsbycam.com

Website: www.signsbycam.com

APPROVED FOR PRODUCTION:

X _____

JOB INFORMATION

JOB TITLE:

CONTACT:

PHONE:

FAX:

JOB DESCRIPTION:

SQUARE FOOTAGE:=

SIGN MATERIAL SPECS

BANNER: COROPLAST: WOOD:

ACRYLIC: MAGNETIC: URETHANE:

PVC: ALUMINUM: NUEDGE:

SINGLE SIDED: DOUBLE SIDED:

OTHER: _____

© COPYRIGHT

ALL DRAWINGS ARE PROPERTY OF SIGNS BY CAM, Inc. ANY DUPLICATION OF ANY KIND IS PROHIBITED. PERSON(S) WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

COLOR SPECS:

BACKGROUND:

COPY:

OUTLINE:

SHADOW:

BORDER:

LOGO:

FORM Q

**TOWN OF FRANKLIN
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW**

A) General Information

Name of Business or Project: The Learning Experience, Franklin

Property Address 515 West Central Street

Assessors' Map # 270 Parcel # 029-002

Zoning District (select applicable zone): Commercial II

Zoning History: Use Variance N/A
Non-Conforming Use N/A

B) Applicant Information:

Applicant Name: Franklin Learning RE LLC

Address: 206 Great Road
Littleton, MA 01460

Telephone Number: 703-856-5240

Contact Person: Manoj Gandhi

C) Owner Information (Business Owner & Property Owner if different)

Business Owner: Same as Applicant Property Owner: Same as Applicant

Address: _____

All of the information is submitted according to the best of my knowledge


Executed as a sealed instrument this _____ day of _____ 20____



Signature of Applicant

Cheryl Schweiker

Print name of Applicant

DocuSigned by:


Signature of Owner

Manoj Gandhi

Print name of Owner

***FOR SIGNS COMPLETE PAGES 1 & 2 ONLY.**

FOR SITE PLANS, BUILDING PLANS, PROJECTS, COMPLETE PAGES 1 – 4

SEE ADDENDA ATTACHED FOR ASSISTANCE IN COMPLETION OF FORM Q

D) Architect/Engineer/Sign Company Information (if not the applicant)

a. Sign Company

Business Name: _____
Contact Person: _____
Address _____
Telephone Number: _____

b. Architect/Engineer (when applicable)

Business Name: Jarmel Kizel Architects & Engineers, Inc.
Contact Person: Cheryl Schweiker
Address 42 Okner Parkway, Livingston, NJ 07039
Telephone Number: 973-994-9669

E) Work Summary

Summary of work to be done: Construction of a monument sign at
the business entrance off Private Way

F) Information & Materials to be Submitted with Application

a) FOR SIGN SUBMISSIONS ONLY:

**THE FOLLOWING MUST BE SUBMITTED ELECTRONICALLY TO
Mkinhart@franklinma.gov**

1. Drawing of Proposed Sign which must also include

type of sign (wall, pylon etc.)	colors
size/dimensions	materials
style of lettering	lighting-illuminated, non-illuminated and style
2. Drawing and/or pictures indicating location of new sign.
3. Picture of existing location and signs (if previously existing location)

b) FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

THE FOLLOWING MUST BE SUBMITTED W/APPLICATION to Mkinhart@franklinma.gov

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations (when there are no adjoining buildings) and floor plans
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

DESIGN STANDARDS

Explain how each of the design standards outlined below has been incorporated into the design of the proposed development. Fill in the information in the spaces provided or use a separate sheet.

1. **Height**—The height of any proposed alteration shall be compatible with the style and character of the surrounding buildings, within zoning requirements. _____

2. **Proportions of Windows and Doors** – The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the surrounding area.

3. **Relations of Building Masses and Spaces** – The relationship of a structure to the open space between it and adjoining structures shall be compatible. _____

4. **Roof Shape** – The design and pitch of the roof shall be compatible with the architectural style and character of the surrounding buildings. _____

5. **Scale** – The scale of the structure shall be compatible with its architectural style and the character of the surrounding buildings. _____

6. **Façade, Line, Shape & Profile** – Facades shall blend with other structures in the surrounding area with regard to the dominant vertical or horizontal context: _____

7. **Architectural Details** – Architectural details, including signs, materials, colors and textures shall be treated so as to be compatible with the existing and adjacent architectural character, thereby preserving and enhancing the surround area. _____

8. **Advertising Features** – The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures shall not detract from the use and enjoyment of the proposed buildings and structures and the surrounding properties. _____

9. **Heritage** – Removal or disruption of historic, traditional or significant uses, structures or architectural elements shall be minimized insofar as practicable. _____

10. **Energy Efficiency** – To the maximum extent reasonably practicable, proposals shall utilize energy-efficient technology and renewable energy resources and shall adhere to the principles of energy-conscious design with regard to orientation, building materials, shading, landscaping and other elements. _____

11. **Landscape** - The landscape should improve the character and appearance of the surrounding area and parking areas should be located to the side or rear of buildings when reasonably possible.

SEE ADDENDA ATTACHED FOR INSTRUCTIONS TO ASSIST IN COMPLETING APPLICATION.

ADDENDA

INSTRUCTIONS FOR COMPLETION OF FORM Q-DESIGN REVIEW APPLICATION

A. General Information

- Please list name of Business as it will appear on sign or name of project or development, as the case may be, as well as the property address
- Assessors' Map & Parcel numbers may be obtained from tax bill, Town website @ www.franklin.ma.us/Town/Assessors/PropertyTax or from the computer located outside the Assessor's Office, first floor, Municipal Building, 355 East Central Street.
- Zoning District and Zoning History information may be obtained at the Building Department, 1st floor, Municipal Building

B. Applicant Information – complete and include name of contact person w/ phone number

C. Owner Information – if business owner and property owner are not the same, please include information for both. If signage is within a shopping plaza—obtain letter of approval of sign changes from plaza owner.

Page 2 –

D. Architect/Engineer or Sign Company Information:

- Signs only – Name of Sign Company and Contact Person
- Developments & Projects – Engineer and Architect Information as well

E. Work Summary: Include brief summation of work to be done

Pages 3 & 4

F. Information & Materials to be Submitted via email (Mkinhart@franklinma.gov) w/Application

a) SIGNS ONLY –

- sign drawings and photos, which include information listed on Page 2 of the application

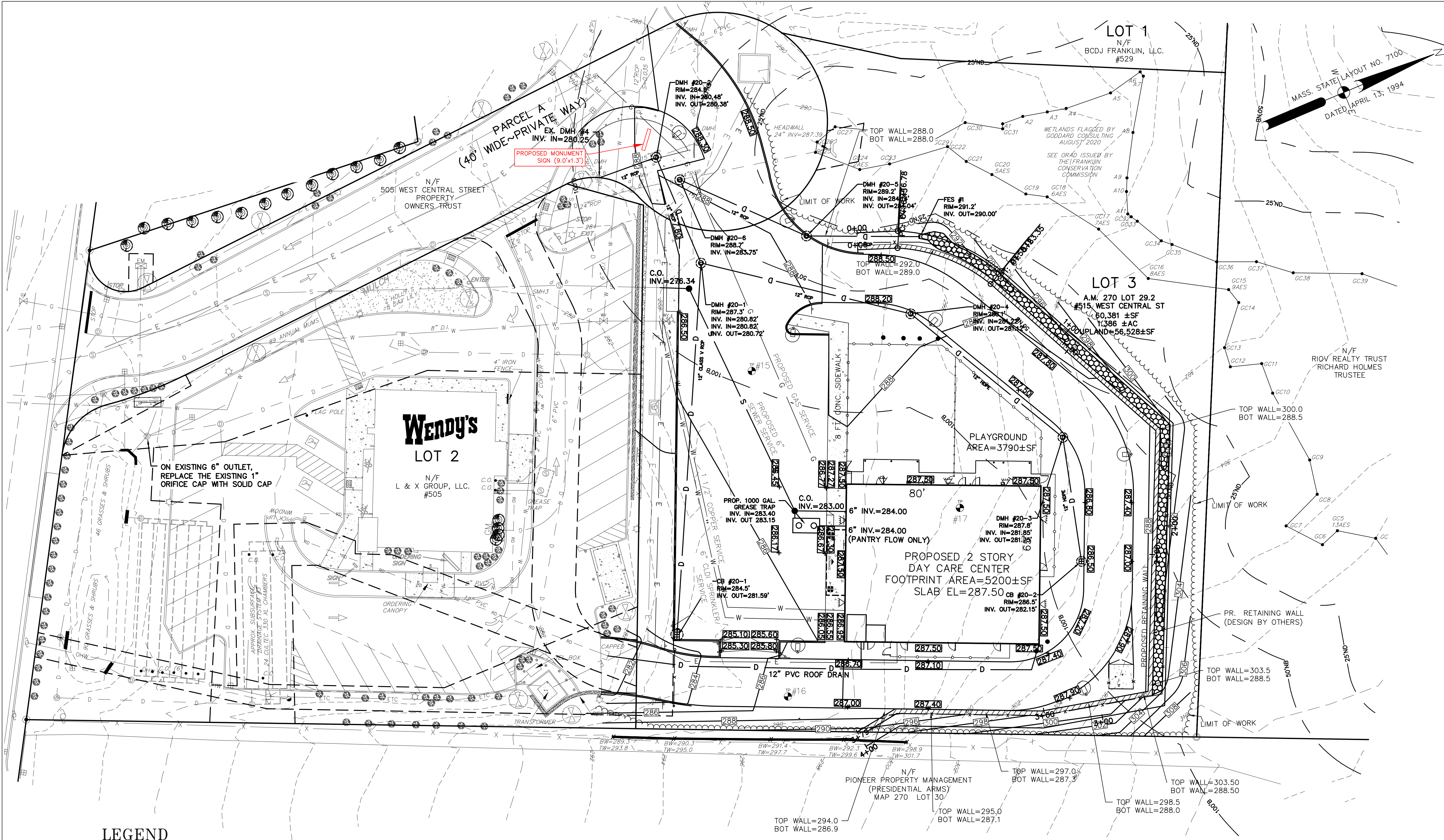
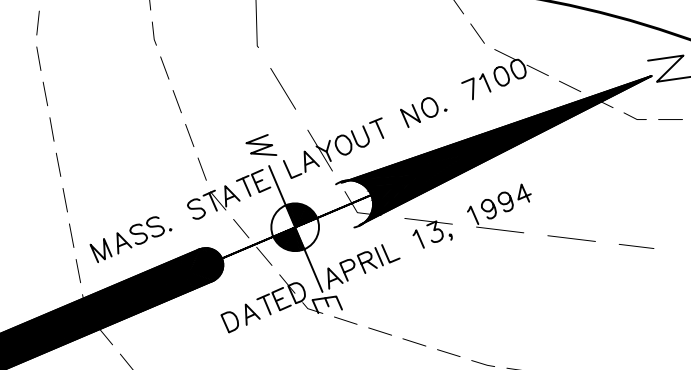
b) SITE PLAN APPLICATIONS FOR BUILDINGS/DEVELOPMENTS/PROJECTS.

- all plans including information listed on Page 2 of application.
- Please bring samples of siding and roofing materials and paint color samples to the meeting when scheduled.

DESIGN STANDARDS – For Buildings/Projects and Developments, please complete Pages 3 and 4 as they apply to your project.

ALL APPLICATIONS WITH SUPPLEMENTARY INFORMATION MUST BE FILED BY 4:00 PM ON THE WEDNESDAY PRIOR TO THE FOLLOWING TUESDAY MEETING. MEETINGS ARE GENERALLY TWICE A MONTH THE 2ND & 4TH TUESDAY OF THE MONTH.

FOR SIGN APPLICATIONS ONLY, YOU NEED ONLY COMPLETE PAGES 1 & 2 OF APPLICATION.



APPROVED DATE: _____
 FRANKLIN PLANNING BOARD

 BEING A MAJORITY

LEGAL NOTES
 UTILITIES ARE PLOTTED AS A COMPILATION OF RECORD DOCUMENTS, MARKINGS AND OTHER OBSERVED EVIDENCE TO DEVELOP A VIEW OF THE UNDERGROUND UTILITIES AND SHOULD BE CONSIDERED APPROXIMATE. PRIOR TO EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. ADDITIONAL UTILITIES, NOT EVIDENCED BY RECORD DOCUMENTS OR OBSERVED PHYSICAL EVIDENCE, MAY EXIST. CONTRACTORS (IN ACCORDANCE WITH MASS.G.L. CHAPTER 82 SECTION 40 AS AMENDED) MUST CONTACT ALL UTILITY COMPANIES BEFORE EXCAVATING AND DRILLING AND CALL DIGSAFE AT 1(888)DIG-SAFE(7233).

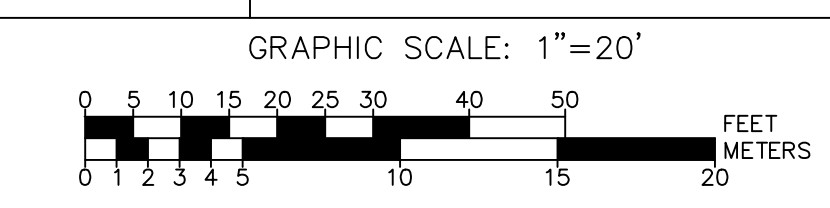
CONSTRUCTION ON THIS LAND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS, RESERVATIONS, OR OTHER LIMITATIONS WHICH MAY BE REVEALED BY AN EXAMINATION OF THE TITLE.

OWNER
 NORFOLK COUNTY DEVELOPMENT LLC
 185 QUINCY SHORE DRIVE, #26
 QUINCY, MA 02171
 DEED BOOK 33300 PAGE 92
 PLAN NO. 40 OF 2014 PLAN BK. 628
 A.M. 270 LOT 29.2
 APPLICANT
 FRANKLIN LEARNING RE LLC.
 ATTN: MANOJ GANDHI
 206 GREAT ROAD
 LITTLETON, MA. 01460

SITE PLAN MODIFICATION
505 WEST CENTRAL STREET
LOT 3
(515 WEST CENTRAL STREET)
FRANKLIN
MASSACHUSETTS
FIELD CHANGE
PLAN

OCTOBER 13, 2023

DATE	REVISION DESCRIPTION



Guerriere & Halnon, Inc.
 ENGINEERING & LAND SURVEYING
 55 WEST CENTRAL ST. PH. (508) 528-3221
 FRANKLIN, MA 02038 FX. (508) 528-7921
 www.gondengineering.com

LEGEND

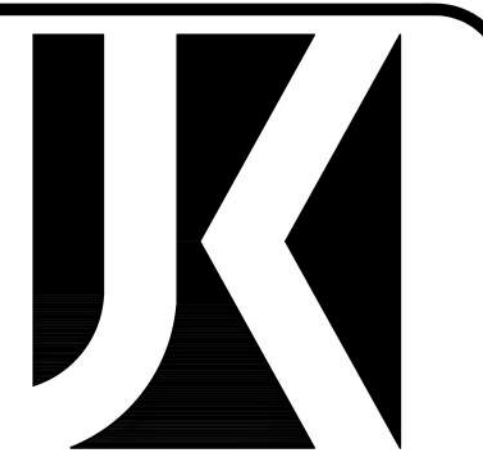
	CATCH BASIN		LIGHT POLE
	DRAIN MANHOLE		UTILITY POLE
	ELECTRIC MANHOLE		GUY WIRE
	SEWER MANHOLE		SIGN
	MANHOLE		WETFLAG
	GAS VALVE		UTILITY POLE
	GAS SHUT OFF VALVE		PROP. PARKING LIGHTING
	WATER VALVE		PROP. SECURITY LIGHTING
	WATER SHUT OFF VALVE		SPOT ELEVATION
	FIRE HYDRANT		RIPRAP
	EXISTING CONTOUR		
	EXISTING DRAIN LINE		
	EXISTING WATER LINE		

PROPOSED FIELD CHANGES

1. MONUMENT SIGN PROPOSED AT SITE ENTRANCE.

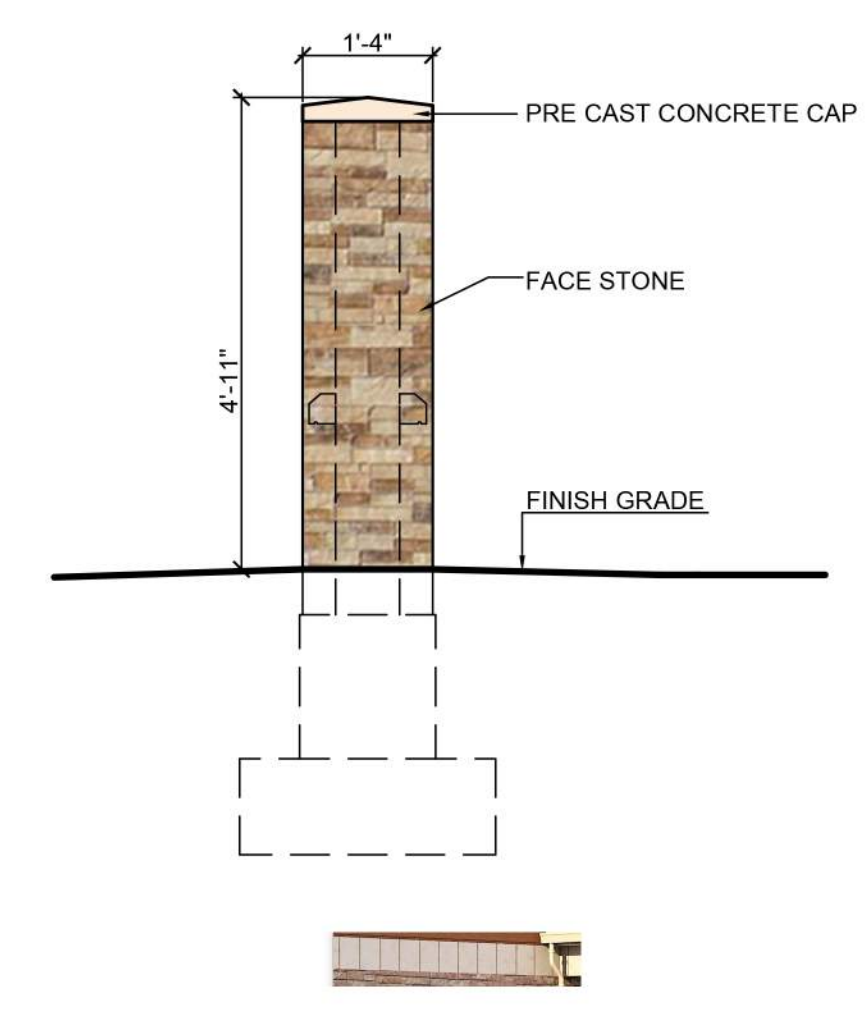
HYDRAVINGSITE- THE LEARNING EXPERIENCE-TILE- MASSACHUSETT SITE/LEVA20-206-TILE FRANKLINMA 515 WEST CENTRAL STREET/STILEMA20-206-A-161.DWG EGUJRGUIS PLOTTED: 10/19/2023

1. CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK USING THE CONTRACTOR'S BEST SKILL AND ATTENTION. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE AND HAVE CONTROL OVER CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCE, AND JOB SITE SAFETY.
2. GC MUST PROVIDE & INSTALL ALL PRODUCTS PER PLANS. ONLY SUBSTITUTED PRODUCTS NEED TO BE SUBMITTED TO THE ARCHITECT FOR APPROVAL. UNAPPROVED SUBSTITUTIONS WILL BE REPLACED AT THE EXPENSE OF THE GC.
3. VERBAL REPRESENTATION HAS NO VALUE AND ALL REQUESTS TO CHANGE ANY PRODUCTS OR SPECIFICATIONS PER PLANS, MUST BE SUBMITTED IN WRITING TO THE ARCHITECT & TLE FOR APPROVAL.

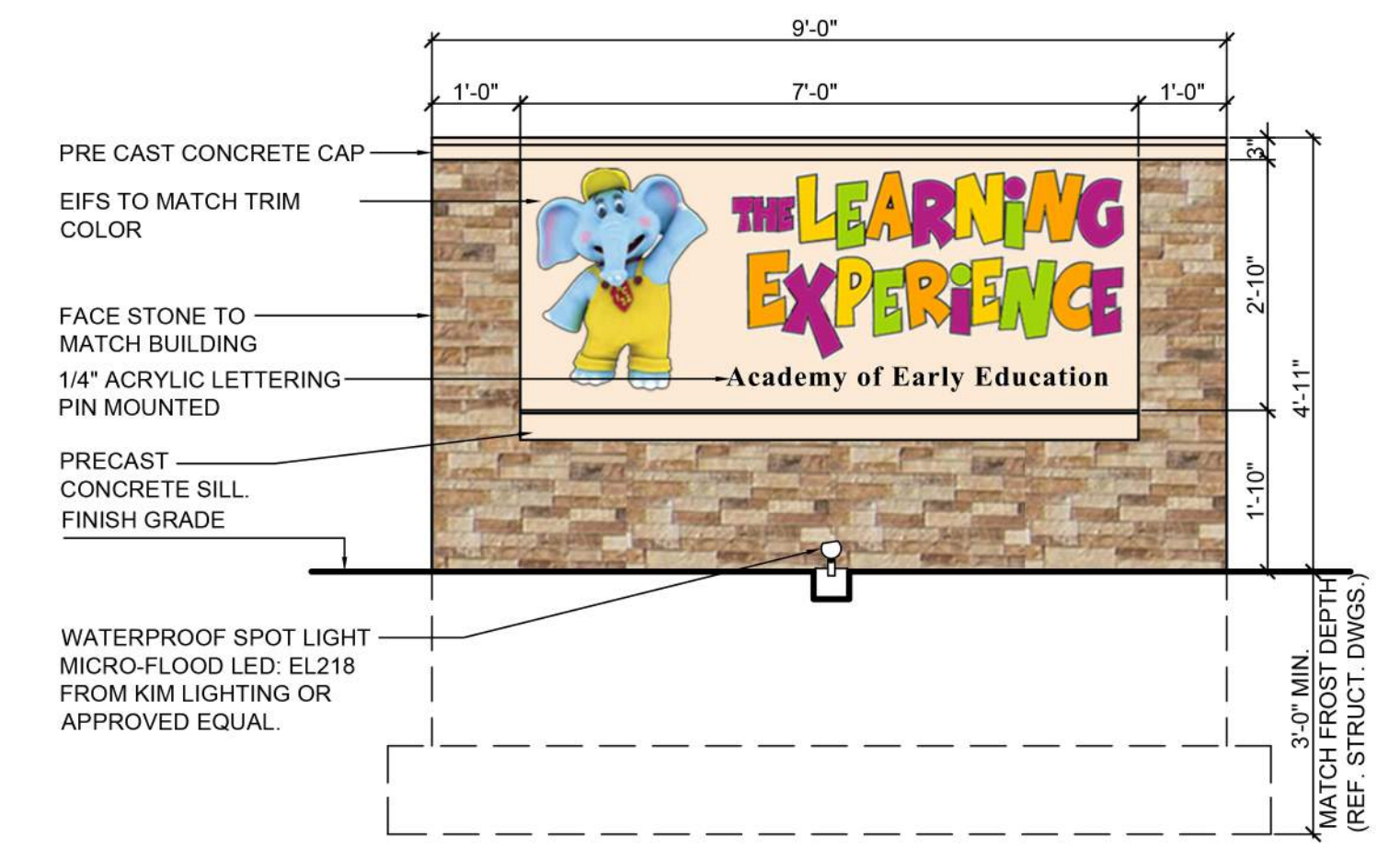


Jarmel Kizel
 ARCHITECTS AND ENGINEERS INC.
 42 OKNER PARKWAY
 LIVINGSTON, NEW JERSEY 07039
 TEL: 973-994-9669
 FAX: 973-994-4069
 www.jarmelkizel.com
 Architecture
 Engineering
 Interior Design
 Implementation Services

THE LEARNING EXPERIENCE
 ACADEMY OF EARLY EDUCATION
 515 WEST CENTRAL STREET
 FRANKLIN, MASSACHUSETTS



2 MONUMENT SIGNAGE ELEVATION
 SCALE: 1/2"=1'-0"



1 MONUMENT SIGNAGE ELEVATION
 SCALE: 1/2"=1'-0"

NOTE: REFER TO CIVIL ENGINEER'S PLANS FOR LOCATION OF MONUMENT SIGN ON SITE.

ISSUE			
NO.	DATE	DESCRIPTION	INT.
01	9/2/23	FOR PERMIT	JLE
REVISION			
NO.	DATE	DESCRIPTION	INT.

PROFESSIONAL CERTIFICATION
 MATTHEW B. JARMEL, AIA MBA
 VA LICENSE NUMBER: 0401014089
 EXPIRATION DATE: 6-30-23

Project Number: TLEVA20-205
 Scale: AS NOTED
 Drawn By: AH
 Approved By: MBJ

Drawing Name: **SIGNAGE DETAILS**

Drawing Number: **A-161**

Town of Franklin



Design Review Commission

**Tuesday, October 10, 2023
Meeting Minutes**

Chair Sam Williams called the above-captioned meeting to order this date at 7:00 PM, as a remote access virtual Zoom meeting. Members in attendance: Chair Sam Williams, Vice Chair Paul Lopez, Cassandra Bethoney, Amy Adams, Andrew Pratt. Members absent: Associate James Bartro. Also present: Maxine Kinhart, Administrative Staff.

As stated on the agenda, due to the continued concerns regarding the COVID-19 virus, this meeting will be conducted as a remote/virtual Design Review Commission meeting. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number, or citizens can participate by using the Zoom link provided on the agenda. This meeting was recorded.

1. Mykonos Greek Kitchen – 340 East Central Street – Replace signs, add lighting.

Mr. Cam Afonso of Signs by Cam discussed that they would be taking down the old signs, removing the channel letters, and putting flat graphics on. He stated that they would be adding some external lighting. He stated that they have two street pylon faces and one main sign above the front door and one at the rear of the building. He said they are not changing any square footage. He stated that the back of the building faces Rt. 140.

Motion: To **Approve** the sign package as submitted. Motioned by P. Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Lopez-YES; Bethoney-YES. Voted 3-0.

Ms. Adams entered the meeting.

2. Hot Table Panini – 10 Franklin Village Drive One 48 square foot wall sign – illuminated channel letter type.

Mr. John Renzi of Graphic Impact Signs stated that this is for a store at the plaza. He stated they are allowed 48 sq. ft.; the signage comes out to 47.53 sq. ft. He said the signage is made to be individual letters. He stated this is replacing the Firehouse Subs. He explained and showed the location in the plaza. Chair Williams stated that this plaza is strict about the allowed signs. Mr. Lopez stated that he thinks it looks good.

Motion: To **Recommend** the sign package as submitted. Motioned by P. Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Lopez-YES; Bethoney-YES; Adams-YES. Voted 4-0.

GENERAL MATTERS

Approval of Minutes: September 12, 2023

Chair Williams noted that new member Andrew Pratt was absent from the September 12, 2023 meeting.

Motion: To **Approve** the September 12, 2023 Meeting Minutes with the stipulation that Mr. Andrew Pratt's name is removed as an absent member so he can start fresh. Motioned by P. Lopez. Seconded by C. Bethoney. Roll Call Vote: Williams-YES; Lopez-YES; Bethoney-YES; Adams-YES. Voted 4-0.

Old Business

Chair Williams stated that he still needs to follow up with Jim regarding the work they did over the summer.

New Business

Chair Williams stated that new member Andrew Pratt is in attendance tonight. All committee members and Ms. Kinhart introduced themselves. Chair Williams said that tonight was a pretty typical meeting. He said the Committee reviews and approves signs. He said they also review packages that go to Planning Board for facades, site plans, landscape and lighting plans; he said for those items they are a recommending board. He suggested Mr. Pratt get familiar with the bylaws and noted information on the Desing Review Commission's webpage on the Town's website.

Motion: To **Adjourn** by P. Lopez. Seconded by C Bethoney. Roll Call Vote: Williams-YES; Lopez-YES; Bethoney-YES; Adams-YES. Voted 4-0.

Meeting adjourned at 7:18 PM.

Respectfully submitted,

Judith Lizardi
Recording Secretary